



DATA ACQUISITION CALENDAR 2015-2016



SHERRI YBARRA
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION
BOISE, IDAHO

Monthly 2015-2016

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
Monthly	Commodity Order Form	District/Charter	Child Nutrition/ Healthy Schools	Ed Herrera 332-6805	Federal Regs. 7 CFR 250	Initial order due by the 10th of each month. The surplus and Group B USDA Foods order due by the 25th.
Monthly	Reimbursement Accuracy Claim Sheet (RACS) or equivalent from automated PCS	District/Charter	Child Nutrition/ Healthy Schools	Lynda Westphal Colleen Fillmore Ed Herrera 332-6820	Federal Regs. 7 CFR 210	Used to edit check reimbursement claims before submitting for payment. Keep on file for review by SDE.
Monthly	Reimbursement Claim	District/Charter	Child Nutrition/ Healthy Schools	Melissa Cook Colleen Fillmore 332-6830	Federal Regs. 7 CFR 210	Recommended by the 10th of each month for reimbursable meals and milk.
Monthly	ISEE Data Submission	District/Charter	SDE	Chris Campbell 332-6848	State Law IC 33-1002 State Law IC 33-1004 Fed Law IDEA Sec 618	Submission required in order that SDE staff have accurate data to provide funding and statistical reports.
Monthly	IDEA Part B and Preschool - Reimbursement Claims via GRA	District/Charter Subgrant Recipients	GRA/IDEA Part B and Preschool	Grace Dehner Wendy Lee 332-6900	Federal Regs. 34 CFR 200.331, 300.705,825,826	Monthly reimbursement requests submitted monthly via GRA recommended by the 1st or 15th day of the month.

Note: If the due date should happen to fall on a weekend or holiday, the report will be due on the next business day.

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July 2015

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
July 1	Claims Inquiry Report for Auditors	District/Charter	Child Nutrition/ Healthy Schools	Melissa Cook 332-6830	Federal Regs. 7 CFR 210	Available for auditors, reimbursement claim report listing the monthly reimbursement paid to local agencies for Child Nutrition Program meals.
July 1	Commodity Usage Report (PAL)	District/Charter	Child Nutrition/ Healthy Schools	Ed Herrera 332-6805	Federal Regs. 7 CFR 210	The PAL report shows the value of USDA Foods ordered by the program.
July 15	Annual School Bus Certification Report	District/Charter	Student Transportation	Doug Scott 332-6851	State Law IC 33-1506	Certification that all school buses used to transport students have met annual inspection requirements.
July 15	District Stop Arm Violation Summary	District/Charter	Student Transportation	Alexandra McCann 332-6851	State Laws IC 49-1422 IC 49-1423	Number of stop arm violations that occurred during the prior school year.
July 15	School District Budgets	District/Charter	Public School Finance	Brandon Phillips 332-6840	State Law IC 33-120 IC 33-801	Due 21 days after Board of Trustees approval.
July 19	Bus Inventory/Odometer Report	District/Charter	Student Transportation	Alexandra McCann 332-6851	State Law IC 33-1511 IDAPA 08.02.02.160	Required to report Inventory, inspection, and annual mileage of school buses.
July 30	Title I-C, Migrant Summer/Extended Time/End of the Year Program Report	District/Charter	Title III/ Limited English Proficiency	Sarah Seamount 332-6958	Federal Law PL 107-110	Required for Federal Reporting/Accountability/IC sub-allocation determination.
July 30	Educational Directory Updates	District/Charter	Superintendent's Office	Portia Flynn 332-6815	Federal Act USC 9001.402(b)	Information used for current school year Idaho Educational Directory.
July 30	School Building Demographics Building Additions, Reconfigurations, Deletions	District/Charter	Public School Finance	Brandon Phillips 332-6840	State Law IC 33-120	All NEW school district building additions, grade reconfigurations, closures, and deletions related to upcoming school year (https://www.sde.idaho.gov/site/finance_tech/forms.htm).

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August 2015

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
August	ISEE Transmission Enrollment/Attendance Reports for Approved Summer Alternative Schools	District/Charter	Public School Finance	Shannon Wendling Pam Brewer 332-6840	State Law IC 33-1002C	Enrollment and attendance (including instructional staff) of SDE approved summer school programs only.
August	ISEE Transmission Enrollment/Attendance Reports for Summer Juvenile Detention Programs	District/Charter	Public School Finance	Shannon Wendling Pam Brewer 332-6840	State Law IC 33-1002C	Enrollment and attendance of summer juvenile detention programs only.
August 15	Request for Separate School Status	District/Charter	Public School Finance	Tim Hill 332-6840	State Law IC 33-1003	Elementary schools having less than 10 pupils in average daily attendance must be pre-approved by the State Board of Education.
August 15	Title I-A, Annual Performance Report	District	Federal Programs Division	Marcia Beckman 332-6942	Federal Law PL107-110 (NCLB Act)	Required for all Title I districts.
August 15	Title I-D, Subpart 1 and 2, Evaluation for Neglected and Delinquent Programs	District/Institution	Federal Programs Division	Marcia Beckman 332-6942	Federal Law PL 107-110	Required for accountability and data collection.
August 31	Migrant Student Information System (MSIS) Data Reporting: <i>Current Summer Term Services Being Provided</i>	District/Charter	Title III/ Limited English Proficiency	Sarah Seamount 332-6958	Federal Law PL 107-110	Required for Federal Reporting/Accountability/IC sub-allocation determination; See MSIS Data Collection Plan--August 2012 for specific data fields; Provide data to Regional IDR Coordinator.

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September 2015

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
September 1	Pupil Transportation Reimbursement Claim	District/Charter	Student Transportation	Alexandra McCann 332-6851	State Law IC 33-1006 IC 33-120	Pupil transportation costs and related data for the prior school year.
September 18	ISEE Attendance and Enrollment Data Submission	District/Charter	Public School Finance	Shannon Wendling Pam Brewer 332-6840	State Law IC 33-1002	Attendance and Enrollment Data Submission
September 18	ISEE Staff Data Reporting for Approved Summer Alternative School Programs	District/Charter	Public School Finance	Kathy Vincen 332-6840 LaRae Ashby 332-6845	State Law IC 33-1004C	Staff salary and FTE information used for salary based apportionment program (state funding formula). Must be a SDE approved summer school program.
September 30	Special Education Early Childhood Transition Report	District	Special Education/ Exceptional Children	Alisa Fewkes 332-6925	Federal Law U.S.C. 1437(a)(9)	Reported at the district level
September 30	Border District Contract	District	Public School Finance	Tim Hill 332-6840	State Law IC 33-1403	Contract signed by the Board of Trustees for students to attend school in another state.
September 30	Teacher of the Year	District/Charter	Superintendent's Office	Portia Flynn 332-6812	Superintendent of Public Instruction	Districts submit nominations to SDE.
September 30	School Lunch Match Report	District/Charter	Accounting	Aaron McCoy 332-6858	State Law IC 33-1015 IC 33-120	Required for state and federal reporting. State matching funds to operate the National School Lunch are the FICA payments for school lunch employees.

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October 2015

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
October 1	Child & Adult Care Food Program Application and Renewal	District/Charter	Child Nutrition/ Healthy Schools	Colleen Fillmore Kim Huntley 332-6821 Jean Zaske 332-6822	Federal Regs. 7 CFR 226	CACFP sponsors serving meals and snacks to children in Head Start, childcare centers and homes, homeless shelters and At-Risk meals programs.
October 1	NAEP School Data Collection Form	Schools participating in NAEP	Assessment and Accountability	Karlynn Laraway 332-6824	State Board Rule IDAPA 08.02.03	For NAEP selected schools
October 1	Application and Budgets for 2015-2016 IDEA Part B and Preschool Special Education Funds	District/Charter/ LEA	Special Education/ Exceptional Children	Wendy Lee 332-6916	Federal Regs. 34 CFR 300.200-300.204	Required for eligibility for IDEA Part B and Preschool funds.
October 10	Northwest Accreditation Annual Report	School/Charter	Accreditation	Vikki Reynolds <small>Idaho NWAC/AdvancED State Director</small> 888-413-3669 ext. 5759	State Law IC 33-119, IDAPA 08.02.02.140	Required for all public secondary schools, serving any grade(s) 9-12; voluntary for elementary schools, grades K-8, and private and parochial schools.
October 15	Civil Rights Compliance Report	District/Charter	Child Nutrition/ Healthy Schools	Lynda Westphal Colleen Fillmore Ed Herrera 332-6820	Federal Regs. 7 CFR 210	Report summarizes racial status and ethnicity from low income applications on file as of October 1 for participants in the National School Lunch Program. Submitted in MyIdahoCNP .
October 15	District Salary Schedules	District/Charter	Public School Finance	Kathy Vincen LaRae Ashby 332-6845	State Law IC 33-1004E	Required for instructional staff for 2015-2016.
October 15	ISEE Staff Data Reporting	District/Charter	Public School Finance	Kathy Vincen 332-6840 LaRae Ashby 332-6845	State Law IC 33-1004D	Submission of all district staff and salary data for 2015-2016. Used for both funding and statistical purposes.
October 15	Title I-A Comparability Report	District/Charter	Federal Policy/ESEA Research Data	Elmira Feather 332-6900	ESEA Section 1120A	Annually districts must submit documentation verifying Title I schools have met federal comparability requirements.

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October 2015 (Continued)

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
October 15	Salary Based Apportionment Waiver Request	District/Charter	Public School Finance	Tim Hill 332-6840	State Law IC 33-1004	Must be submitted by all districts which have waiver approval to use some salary apportionment dollars to supply additional classroom space.
October 15	ISEE Attendance and Enrollment Data Submission	District/Charter	Public School Finance	Shannon Wendling Pam Brewer 332-6940	State Law IC 33-1002	Attendance and Enrollment Data Submission
October 16	IRI Reporting/Discrepancy Deadline	District/Charter	Assessment and Accountability	Stephanie Lee 332-6903	State Law IC 33-1614	Used to distribute Fall IRI and ERI funding and reports.
October 22	NAEP Excel Student Data File	Schools participating in NAEP	Assessment and Accountability	Karlynn Laraway 332-6824	State Board Rule IDAPA 08.02.03	For NAEP selected schools
October 28	Annual Statement of Financial Condition	District/Charter	Public School Finance	Julie Oberle 332-6840	State Law IC 33-701(5)	Schools must prepare and publish an Annual Statement of Financial Condition within 120 days of fiscal year end. (sample formats available at www.sde.idaho.gov/site/finance_tech/forms.htm)
October 30	Extended Reading Intervention Evaluation and Intervention Reporting	District/Charter	Assessment and Accountability	Angela Hemingway 332-6909 Stephanie Lee 332-6903	State Law IC 33-1615	Principal online reporting of Extended Reading Intervention data. (Step 2)
October 31	2014-2015 IFARMS Annual Financial Report	District/Charter	Public School Finance	Julie Oberle 332-6840	State Law IC 33-701(7) IC 33-120	Required for state and federal reporting. (Forms and additional information can be found at sde.idaho.gov/site/finance_tech/forms.htm).
October 31	Civil Rights Compliance Report	CACFP	Child Nutrition/Healthy Schools	Kim Huntley Jean Zaske Colleen Fillmore 332-6821	Federal Regs. 7 CFR 226	Report summarizes racial status and ethnicity from low income applications on file as of October 31 for participants in the CACFP. Submitted on MyIdahoCNP.

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November 2015

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
November	Special Education Child Count	District/Charter	Special Education/ Exceptional Children	Ivana Hotchkiss 332-6919	Federal Law IDEA Section 618	Special Education Child Count data will be obtained through the Special Education file submitted in the ISEE file upload in November. Child Count Manual with codes and definitions: http://www.sde.idaho.gov/site/special_edu/child.htm
November 1	Federal and State Consolidated Plan Revisions	District/Charter	Federal Policy/ ESEA Research Data	Elmira Feather 332-6900	Federal Law PL 107-110	Required for Title I-A, Title I-C, Title I-D, Title II-A, Title II-D, State LEP, Title III, Title IV-A programs. Must be approved by SDE before expending any of these program funds.
November 10	2014-2015 Independent Audit Report	District/Charter	Public School Finance	Julie Oberle 332-6840	State Law IC 33-701(6)	Due after Board of Trustees' acceptance of audit report, but not later than November 10.
November 15	Verification Summary Report of Free and Reduced Applications	District/Charter	Child Nutrition/ Healthy Schools	Lynda Westphal Melissa Cook Ed Herrera 332-6820	Federal Regs. 7 CFR 245	Results of sample verification of free/reduced household income. Submitted in MyIdahoCNP .
November 20	ISEE Staff Data Reporting	District/Charter	Public School Finance	Kathy Vincen 332-6840 LaRae Ashby 332-6845	State Law IC 33-1004D	Submission of all district staff and salary data for 2015-2016. Used for both funding and statistical purposes.
November 20	ISEE Attendance and Enrollment Data Submission	District/Charter	Public School Finance	Shannon Wendling Pam Brewer 332-6840	State Law IC 33-1002	Attendance and Enrollment Submission

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December 2015

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
December 1	ADA by County	District/Charter	Public School Finance	Carol Piranfar Tim Hill 332-6840	State Law IC 33-1002(5)	Used to distribute Federal Forest funds.
December 1	Separate Attendance Unit Report	District	Public School Finance	Carol Piranfar Tim Hill 332-6840	State Law IC 33-1003(2)	Identifies schools requiring separate treatment in the calculation of units.
December 1st - 29th	Idaho English Language Assessment (IELA) Pre ID File Window on Service Point	District/Charter	Assessment and Accountability	Nichole Hall 332-6933 Angela Hemingway 332-6909	NCLB Act 1111(b)(6)	Pre Identification on Service Point for IELA spring testing; https://id-servicepoint.questarai.com/Login.aspx?ReturnUrl=%2f
December 2nd - 20th	AYP Graduation Rate Appeals	School/Charter	Assessment and Accountability	Nichole Hall 332-6933	Federal Law NCLB Act PL107-110	Appeal dropout and graduation data prior to AYP determinations.
December 14	ISEE Staff Data Corrections	District/Charter	Public School Finance	Kathy Vincen 332-6840 LaRae Ashby 332-6845	State Law IC 33-1004D	Last day for staffing corrections to the snapshot date "Last Friday in September" for the February 15th payment.
December 14	ISEE Attendance and Enrollment Data Submission	District/Charter	Public School Finance	Shannon Wendling Pam Brewer 332-6840	State Law IC 33-1002	February 15th payment Attendance and Enrollment deadline
December 15	Title I-D, Annual Survey of Children in Local Institutions for Neglected or Delinquent Children	District/Charter	Federal Programs Division	Marcia Beckman 332-6942	Federal Law NCLB Act PL107-110	Count of students in group homes for neglected or delinquent youth - for Title I funding purposes.
December 15	Alternative Secondary School Revenue and Expenditure Survey	District/Charter	Public School Finance	Julie Oberle 332-6840	State Law IC 33-1002F	Required for compilation of the Alternative School Report submitted to the Legislature. (Report will be emailed to business managers for completion.)
December 15	Child Count Review	District/Charter	Special Education/ Exceptional Children	Ivana Hotchkiss 332-6919	Federal Law 20 U.S.C. § 1418 20 U.S.C. 1416(a)(3)(B) 34 CFR 300.173	Child Count data obtained from the November ISEE upload available on the Secure Remote File Manager for review and certification: https://seciis-2.sde.idaho.gov/remortefilemanager/specialeducation/

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December 2015 (Continued)

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
December 19	School Facility Maintenance Report	District/Charter	Public School Finance	Julie Oberle 332-6840	State Law IC 33-1019	Summary of school facility maintenance activity. (Report will be emailed to business managers for completion.)
December 23	Migrant Student Information System (MSIS) Data Reporting: <i>Current Regular Term Services Being Provided</i>	District/Charter	Title III/ Limited English Proficiency	Sarah Seamount 332-6958	Federal Law PL 107-110	Required for Federal Reporting/Accountability/IC sub-allocation determination; See MSIS Data Collection Plan--August 2012 for specific data fields; Provide data to Regional IDR Coordinator.

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January 2016

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
January 1	Building Additions, Reconfigurations, Deletions	District/Charter	Public School Finance	Brandon Phillips 332-6840	Federal Act UCS 9001.402(b)	All school district building additions, reconfigurations and deletions for 2014-2015 are needed to complete the nonfiscal surveys for the common core of data.
January 2	Application for Impact Aid	District	Student Engagement/ Career and Technical Readiness	Johanna Jones 332-6968	Federal Law Title VII, PL 874	Application for Title VII (PL 874) Impact Aid in Federally affected areas and for (NCLB) Act of 2001. Application must be on file with SDE.
January 8	Application for Tuition Equivalency Funds	District	Special Education/ Exceptional Children	Wendy Lee 332-6916	State Law IC 33-2004	Special education students application for tuition equivalency funds. http://www.sde.idaho.gov/site/special_edu/funding_fiscal.htm
January 15	Title I-A, Application for Reallocated Funds	District/Charter	Federal Policy/ ESEA Research Data	Elmira Feather 332-6900	Federal Law PL 107-110	Districts apply for the additional funds annually.
January 15	Funding Cap Appeal Application	District/Charter	Student Transportation	Doug Scott 332-6851	State Law IC 33-1006	Request for waiver from funding cap.

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February 2016

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
February 1	Point of Service Counting Review	District/Charter	Child Nutrition/ Healthy Schools	Colleen Fillmore Lynda Westphal Ed Herrera 332-6820	Federal Regs. 7 CFR 210	Reviews with Corrective Action require follow up; keep on file for review by SDE. Form is available in Idaho School Food Service manual on CNP website.
February 22	General Supervision File Review (GSFR) List	District/Charter	Special Education/ Exceptional Children	Alisa Fewkes 332-6925	Federal Regs. 20 U.S.C. 1416(a)(3)(B))	District and LEAs upload Self-Selected General Supervision File Review Lists on the secure server for SDE review.
February 25	Certification of Special Education Child Count	District/Charter/ LEA	Special Education/ Exceptional Children	Ivana Hotchkiss 332-6919	Federal Law IDEA Section 618	After reviewing final child count files, districts must certify accuracy of data.
February 28	Indirect Cost Worksheet	District/Charter	Public School Finance	Julie Oberle 332-6840	Federal Regs. 34 CFR 75.563	Provides information to calculate indirect cost rate used by federal programs. (Worksheet will be emailed to business managers for completion.)

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March 2016

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
Third Friday in March	Eligible Participants for Free and Reduced Price Meals	District/Charter	Child Nutrition/ Healthy Schools	Melissa Cook Colleen Fillmore 332-6830	Federal Regs. 7 CFR 210	Report provides information used in qualifying sites for other child nutrition programs and also education programs such as Title I funding and E-Rate. Reports enrollment and free and reduced student count for grades 1-12. Submit via ISEE upload.
March 11	Coordinated Early Intervening Services	District/Charter	Special Education/ Exceptional Children	Wendy Lee 332-6916	Federal Regs. 624(f) IDEA Part B (20 U.S.C. 1413(f) Regs 34 CFR 300.226	Report amount reserved for CEIS, # of students receiving services, and # of SPED students. Form is located: http://www.sde.idaho.gov/site/special_edu/funding_fiscal.htm
March 11	General Supervision File Review	District/Charter	Special Education/ Exceptional Children	William Morriss 332-6915	Federal Regs. 34 CFR 300.149	Districts must compile student documents including IEP, eligibility, signed consent to assess, and the invitation to IEP meeting for review and verification of compliance with IDEA and Idaho Special Education Manual requirements.
March 18	ISEE Attendance and Enrollment Data Submission	District/Charter	Public School Finance	Shannon Wendling Pam Brewer 332-6840	State Law IC 33-1002	Attendance and Enrollment Submission
March 18	Child Count Verification File Review List	District/Charter	Special Education/ Exceptional Children	Ivana Hotchkiss 332-6919	Federal Regs. 20 U.S.C. § 1418 20 U.S.C. 1416(a)(3)(B) 34 CFR 300.173	Final day to request changes for Child Count Verification File Review Student List. Changes can only be made if a student has exited the district special education program.
March 25	ISEE Attendance and Enrollment Data Submission	District/Charter	Public School Finance	Shannon Wendling Pam Brewer 332-6840	State Law IC 33-1002	May 15th payment Attendance and Enrollment deadline
March 31	Safety Busing Annual Affirmation Form	District/Charter	Student Transportation	Doug Scott 332-6851	State Board Rule IDAPA 08.02.02.190	All previously approved safety busing requests must be affirmed annually that conditions have not changed.
March 31	Request for New Safety Busing	District/Charter	Student Transportation	Doug Scott 332-6851	State Law IC 33-1006 State Board Rule IDAPA 08.02.02.190	Any new safety busing must be requested by annual application from District. State Board approval necessary before reimbursement.
March 31	Deadline to request tuition waiver from the State Board of Education	District/Charter	Public School Finance	Tim Hill 332-6840	State Law IC 33-1405	Request for tuition waiver must be submitted to the State Board of Education before April 1.

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April 2016

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
April 1	Annual Commodity Acceptability Survey	District/Charter	Child Nutrition/ Healthy Schools	Ed Herrera 332-6805	Federal Regs. 7 CFR 250	Annual acceptability survey of USDA Foods received during the current year.
April 1	School Improvement Plan	School	School Improvement and Support	332-6911	NCLB Act of 2001 Section 1116(3)(A)	School Improvement Plans are required of all schools/districts that are new to school improvement (just entered into Year 1 Improvement Status based on Spring 09 ISAT results); were marked Needs Revision during the 08-09 improvement plan review process; or are in Year 1 Improvement Status and Beyond that did NOT submit for the 08-09 Review.
April 18	Indicator 8 Parent Involvement Survey Contact Information	District/Charter	Special Education/ Exceptional Children	Alisa Fewkes 332-6925	Federal Regs. 20 U.S.C. 1416(a)(3)(A)	Final submission of contact information for Parent Involvement (Indicator 8) survey.
April 18	Indicator 14 Post School Outcome Survey Contact Information	District/Charter	Special Education/ Exceptional Children	Alisa Fewkes 332-6925	Federal Regs. 20 U.S.C. 1416(a)(3)(B)	Final submission of contact information for Post School Outcome (Indicator 14) survey.
April 30	Notify County Clerks of Budget Hearing	District/Charter	Public School Finance	Brandon Phillips 332-6840	State Law IC 63-802A	All school districts must notify their applicable county clerks of their budget hearing.
April 30	Summer Alternative Secondary School Applications	District/Charter	School Choice	Michelle Clement Taylor 332-6963	State Board Rule IDAPA 08.02.03.100.09	Approved application required prior to funding during each fiscal year. Program must be a minimum of 225 hours.

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May 2016

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
May 1	Camp Special Milk Application and SDE Renewal Forms	District/Charter	Child Nutrition/ Healthy Schools	Colleen Fillmore Melissa Cook 332-6830	Federal Regs. 7 CFR 215	The camp milk agreement is renewed yearly. Milk served to children at camps can be reimbursed. Applications are submitted in MyIdahoCNP.
May 1	Outcomes Survey	School	Special Education/ Exceptional Children	Alison Lowenthal 332-6918	Federal Law PL 108-446	Special Education high school seniors complete a post card survey for research purposes.
May 1	Summer Food Service Program Application and Renewal	District/Charter	Child Nutrition/ Healthy Schools	Colleen Fillmore Angela Kraft Linda Stevens 332-6821	Federal Regs. 7 CFR 225	Feeding children in low income areas during summer months. Submit renewal application and site sheet.
May 6	Extended Reading Intervention Evaluation and Intervention Reporting	District/Charter	Assessment and Accountability	Angela Hemingway 332-6909 Stephanie Lee 332-6903	State Law IC 33-1615	Principal online reporting of Extended Reading Intervention data. (Step 1)
May 10	NSLP Program Renewal	District/Charter	Child Nutrition/ Healthy Schools	Colleen Fillmore Lynda Westphal Ed Herrera 332-6820	Federal Regs. 7 CFR 210	Renewal of school lunch application. Required annually.
May 13	IRI Reporting/Discrepancy Deadline	District/Charter	Assessment and Accountability	Stephanie Lee 332-6903	State Law IC 33-1614	Used to distribute Spring IRI funding and reports.
May 13	General Supervision File Review	District/Charter	Special Education/ Exceptional Children	Alisa Fewkes 332-6925	Federal Regs. 34 CFR 300.149	General Supervision File Review completed and checklists returned to the SDE.
May 29	ISEE Attendance and Enrollment Data Corrections	District/Charter	Public School Finance	Shannon Wendling Pam Brewer 332-6840	State Law IC33-1002C IC33-1004D Federal Law IDEA Section 618	ISEE Final Transmission deadline for changes in attendance and enrollment to first reporting period and Best 28 Weeks for July 15th payment.
May 31	2016-2017 School Calendar	District/Charter	Public School Finance	Julie Oberle 332-6840	State Law IC 33-512(1)	Days in session and hours of instruction for the 2016-2017 school year. (Forms will be available at www.sde.idaho.gov/site/finance_tech/forms.htm in April, 2016.)

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June 2016

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
June 1	Charter School Advance Payment Request	Charter	Public School Finance	Tim Hill 332-6840	State Law IC 33-5208	Advance payment request for first year charter schools and charter schools with an expected increase of 20 or more students.
June 1	Charter School Advance Payment Request	Charter	Student Transportation	Alexandra McCann 332-6851	State Law IC 33-1006, 33-5208	Request for advance transportation funding.
June 1	Commodity Contact & Delivery Update	District/Charter	Child Nutrition/ Healthy Schools	Ed Herrera 332-6805	Federal Regs. 7 CFR 250	Updates delivery and contact information for receiving USDA Foods .
June 1	Special Education Discipline Report	District/Charter	Special Education/ Exceptional Children	Ivana Hotchkiss 332-6919	Federal Regs. (20 U.S.C. 1416(a)(3)(A) 1412(a)(22)) 34 CFR 300.170	Districts must have the following data uploaded to ISEE on or before the June ISEE upload timelines: Discipline : Reported at the building level. Reports suspension incidents for students with disabilities. Reports the number of expulsions of students with and without disabilities and whether they received services during the expulsion. Every school building must file the report even if they had no suspensions.
June 1	Early Childhood Transition Report	District/Charter	Special Education/ Exceptional Children	Ivana Hotchkiss 332-6919	Federal Regs. (20 U.S.C. 1416(a)(3)(B) 34 CFR 300.124	Districts must have the following data uploaded to ISEE on or before the June ISEE upload timelines: Early Childhood Transition : Reported at the district level. Reports students who received services from the Idaho Infant Toddler Program and turned 3 between July 1, 2015 and June 30, 2016 and were referred for evaluation to the school district. Charter schools are exempted because they serve no preschool students.
June 1	60-day Timeline Report	District/Charter	Special Education/ Exceptional Children	Ivana Hotchkiss 332-6919	Federal Regs. 34 CFR 300.111	Districts must have the following data uploaded to ISEE on or before the June ISEE upload timelines: 60-day Timeline : Reported at the district level. Reports students, age 3 through 21, for whom parental consent was obtained for an <u>initial</u> special education eligibility assessment, conducted within 60 days of receiving parental consent for the evaluation. Was the eligibility determined within 60 days of receipt of parent consent? If late, how many days late and the reason for delay?
June 1	Exit Report	District/Charter	Special Education/ Exceptional Children	Ivana Hotchkiss 332-6919	Federal Regs. 34 CFR 300.157	Districts must have the following data uploaded to ISEE on or before the June ISEE upload timelines: Exit : Reported at the district level. Reports students age 14-21 who exited special education program or moved out of the district. Collected through the ISEE Special Education Template.
June 1	Determinations	SDE	Special Education/ Exceptional Children	Ivana Hotchkiss 332-6919	Federal Regs. 34 CFR 300.600	Determination notices for FY 2014 (July 1, 2014 to June 30, 2015) will be issued to districts (Indicators 4, 9, 10, 11, 12, 13, 15, 20 and fiscal).
June 15	Indian Student Report/Indian Education (JOM)	District/Charter	Student Engagement/ Career and Technical Readiness	Johanna Jones 332-6968	Federal Regs. 25 CFR 271, 3 & 6	Johnson-O'Malley (JOM) districts only.

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June 2016 (Continued)

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
June 15	Summary of Indian Personnel/Indian Education (JOM)	District/Charter	Student Engagement/ Career and Technical Readiness	Johanna Jones 332-6968	Federal Regs. 25 CFR 271, 3 & 6	Johnson-O'Malley (JOM) districts only.
June 15	Border Contract Expense Report	District	Public School Finance	Carol Piranfar Tim Hill 332-6840	State Law IC 33-1002	Districts must submit documentation of border contract costs for 2013-2014.
June 15	Application for Alternative Secondary School	District/Charter	School Choice	Michelle Clement Taylor 332-6963	State Law IC 33-1002C	Approved application
June 17	ISEE Attendance and Enrollment Data Submission	District/Charter	Public School Finance	Shannon Wendling Pam Brewer 332-6840	State Law IC 33-1002	July 15th payment Attendance and Enrollment deadline
June 26	Court-Ordered Tuition Equivalency Report	District/Charter	Public School Finance	Julie Oberle 332-6840	State Law IC 33-1002B	Report of students placed by Idaho court-order into a licensed home or facility. Information will be emailed to business managers in early May.
June 29	Gun Free Schools Act	District/Charter	Student Engagement/ Career and Technical Readiness	Matt McCarter 332-6906	NCLB Act of 2001 Section 4141(e)	Required reporting on student discipline actions regarding firearms in schools.
June 30	21st Century Community Learning Centers Renewal Application	District/Charter	Student Engagement/ Career and Technical Readiness	Karen Hostetter 332-6813	NCLB Act of 2001 Section 4204(g) & Section 4205(b)(2)	Required for continued funding of Title IV B.
June 30	Johnson-O'Malley (JOM) Application for Contract	District/Charter	Student Engagement/ Career and Technical Readiness	Johanna Jones 332-6968	Federal Regs. 25 CFR 271, 3 & 6	JOM districts only. Application must be on file with the SDE.
June 30	Title I-D, Subpart 1 and 2, Neglected and Delinquent Programs Application	District/Institution	Federal Programs Division	Marcia Beckman 332-6942	Federal Law PL 107-110	Required for funding Title I-D programs.

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June 2016 (Continued)

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
June 30	Updated Square Footage Numbers for 2016-2017	District/Charter	Public School Finance	Julie Oberle 332-6840	State Law IC 33-1019	Required to calculate the School Facility Maintenance Match payment.
June 30	Title III/LEP Data Collection	District/Charter	Title III/ Limited English Proficiency	Christina Nava 332-6942	Federal Law PL 107-110	Data collection on LEP students for federal reporting.
June 30	Consolidated Federal and State Grant Application	District/Charter	Federal Policy/ ESEA Research Data	Elmira Feather 332-6900	Federal Law PL 107-110	Required for Title I-A, Title I-C, Title I-D, Title II-A, Title II-D, State LEP, Title III, Title IV-A and Title V-A programs. Must be approved by SDE before expending any of these program funds.
June 30	Initial Eligibility 60-Day Timeline	District/Charter	Special Education/ Exceptional Children	Alisa Fewkes 332-6925	Federal Regs. 34 CFR 300.301	Reported at the district level.
June 30	Title X-C, McKinney-Vento Act Sub-Grant Evaluations	Grantees	Federal Policy/ ESEA Research Data	Tina Naillon 332-6904	Federal Law (NCLB Act) PL 107-110	Required for those who were awarded grants.
June 30	Special Education Discipline Report	School/Charter	Special Education/ Exceptional Children	Alisa Fewkes 332-6925	Federal Regs. 34 CFR 300.146	Reported at the school level
June 30	LEP Assurances and Certification Form	District/Charter	Title III/ Limited English Proficiency	Christina Nava 332-6905	Civil No: 79-1068 Consent Decree	Requirements that districts certify with the state whether they have LEP students or not.
June 30	Early Childhood Outcomes	District/Charter	Special Education/ Exceptional Children	Shannon Dunstan 332-6908 For Log In: Alisa Fewkes 332-6925	Federal Regs. (20 U.S.C. 1416 (a)(3)(A))	Districts with an Early Childhood program must have entry and exit data posted for all students who are exiting the program, have participate in the program for 6 months or more, and will be Kindergarten eligible for the 2016-2017 school year. https://www.sde.idaho.gov/ECOutcome/default.aspx

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No Fixed Date 2015-2016

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
As Necessary	Changes in District/Building mailing address, telephone number, fax number and key personnel	District/Charter	Public School Finance	Brandon Phillips 332-6840	State Law IC 33-1004D	Ensures that communications from SDE reach the proper contacts.
As Needed	CNP2000 and MyIdahoCNP Access, Log-ins, and Passwords	District/Charter	Child Nutrition/ Healthy Schools	Colleen Fillmore Melissa Cook 332-6830	Federal Regs. 7 CFR 210	New persons designated by local program administrators to access MyIdahoCNP that allows information to be changed or to file claims. Passwords are user specific.
As Needed	Meal Counting System Information	District/Charter	Child Nutrition/ Healthy Schools	Lynda Westphal Ed Herrera 332-6820	Federal Regs. 7 CFR 210	Must be updated if method of counting meals changes during the school year. Data is entered on site application in MyIdahoCNP .
As Needed	Team Nutrition Grant Project Reports	District/Charter	Child Nutrition/ Healthy Schools	Colleen Fillmore Dianne Esplin 332-6822	Federal Regs. 7 CFR 210	Grantees file periodic reports outlining project activities and budget expenditures.
Funds Transferred as Needed	Indian Education (JOM) Fund Transfer Request Generic Financial Reporting	District/Charter	Student Engagement/ Career and Technical Readiness	Johanna Jones 332-6968	Federal Regs. 25 CFR 271, 3 & 6	Based upon budget request.
Variable	Driver Education Claim for Reimbursement	District/Charter	Driver Education	Audra Urie 332-6984	State Law IC 33-1707	Due no later than 45 days following completion of class.
Variable	Driver Education Collision/ Incident Report Form	District/Charter	Driver Education	Audra Urie 332-6984	State Board Rule IDAPA 08.02.01.230	Due within two weeks following accident.
Variable	Fingerprint Cards	District/Charter	Teacher Certification and Professional Standards	Shannon Haas 332-6888	State Law IC 33-130	Required of districts for new employees within 90 days of hire.
Variable	New School Bus Inspection	District/Charter	Student Transportation	Doug Scott 332-6851	State Law IC 33-1506	Must be completed by SDE staff or authorized inspectors on all new school buses.

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No Fixed Date 2015-2016 (Continued)

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
Variable	Uniform School Bus Accident Report Form	District/Charter	Student Transportation	Alexandra McCann 332-6851	State Board Rule IDAPA 08.02.02.170	Due within 15 days following accident.
Variable	After School Snack Review	District/Charter	Child Nutrition/ Healthy Schools	Colleen Fillmore Lynda Westphal Ed Herrera 332-6820	Federal Regs. 7 CFR 210	Review of the snack program occurs 2 times per year; once within the first 4 weeks of operation and a second time before the end of the year. Keep on file for review by SDE.
Three Times per Year	Direct Certification Student Information from Electronic System	District/Charter	Child Nutrition/ Healthy Schools	Colleen Fillmore TJ Goodsell Lynda Westphal 332-6820	Federal Regs. 7 CFR 210	Free eligibility status can be determined by a match with food stamp and/or TAFI.
Variable	Bus Ridership Counts	District/Charter	Student Transportation	Alexandra McCann 332-6851	State Law IC 33-1511 IDAPA 08.02.02.190	Three assigned weekly counts of eligible actual bus ridership.
Ongoing as preschoolers enter and exit	Early Childhood Outcomes	School	Special Education/ Exceptional Children	Alisa Fewkes 332-6925	Federal Regs. 34 CFR 300.614.d.5.B.iii	Reported only by preschools.
Variable	Migrant Student Information System (MSIS) Data Reporting; Referred Services and Continuation of Services	District/Charter	Title III/ Limited English Proficiency	Sarah Seamount 332-6958	Federal Law PL 107-110	Required for Federal Reporting/Accountability/IC sub-allocation determination; Completed forms should be provided monthly to Regional IDR Coordinator.

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Annual 2015-2016

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
Annual	Annual Storage Facility Self-Evaluation Form	District/Charter	Child Nutrition/ Healthy Schools	Ed Herrera 332-6805	Federal Regs. 7 CFR 250	Review of all USDA Foods storage warehouses and individual sites. Retain on file for review by the State agency.

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